

NEBRASKA COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE

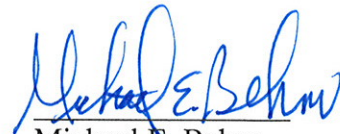
OPERATING INSTRUCTION
NUMBER 21

September 29, 2008

ATTENDANCE AT CONFERENCES

PURPOSE: To provide guidance and instructions governing attendance at conferences.

1. **SCOPE:** Applicable to members of any Commission committee, council or board and to all agency staff.
2. **GENERAL:** The Commission receives numerous requests for attendance at conferences. Each request will be carefully evaluated to ensure maximum benefit will occur.
3. **PROCEDURES - MEMBERS OF ANY COMMISSION COMMITTEE, COUNCIL OR BOARD:**
 - A. A member may be reimbursed for attending a conference related to Commission interests and/or committee assignment. The following will apply:
 1. If the member would normally attend as representing his or her agency, expenses are to be paid by that agency or by the member.
 2. If the member desires to represent the Commission and so registers for the conference, reimbursement will be provided by the Commission, if prior approval is obtained from the Executive Director or recorded in the minutes of the committee's meeting.
4. **PROCEDURES - STAFF:**
 - A. Staff requests for attendance at conferences will be referred to their Division Chief or immediate supervisor. Attendance may be limited to one individual who will report activities to the staff and Commission.
 - B. Staff may accept committee appointments or conference assignments as approved by the Executive Director and either their Division Chief or the Training Center Director.
 - C. All requests to attend in-state conferences will be approved by the Division Chief, the Training Center Director or the Executive Director. Attendance at an out-of-state conference and travel will be approved by the Executive Director and either the Division Chief or Training Center Director.



Michael E. Behm
Executive Director

Distribution: Commission Members, all agency staff,
and members of Commission committees, boards and councils.
Supersedes: OI#21, dated May 5, 1995